DOCUMENT RESUME

ED 258 023 CE 041 700

TITLE Office Education. North Dakota Validated Task Listing. Competency-Based Vocational Education.
INSTITUTION North Dakota State Board for Vocational Education, Bismarck.; North Dakota Univ., Grand Forks.
PUB DATE 85
NOTE 39p.
PUB TYPE Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Accounting; *Bookkeeping; Clerical Occupations; *Clerical Workers; Competency Based Education; Job Analysis; *Job Skills; *Occupational Information; *Office Occupations Education; Postsecondary Education; Secondary Education; *Secretaries

ABSTRACT

Intended to provide a base for vocational office education instructional programs at secondary and postsecondary levels in North Dakota, this task listing describes the skills needed to be performed by program completers, from the viewpoint of workers in office occupations. A listing of task validators (name, occupation, employer, business city, state, zip code) is provided. Four task lists are included: (1) a composite task listing of general secretarial tasks, general clerical tasks, and accounting/bookkeeping tasks; (2) general secretarial tasks; (3) general clerical tasks; and (4) accounting/bookkeeping tasks. The task lists are divided into these columns: duty (one of a worker's principal responsibilities); task number; secretarial, clerical, and/or accounting/bookkeeping occupational clusters and indication whether the task has been validated as entry level, not entry level, or not performed in that cluster; and the task statement. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

BEST COPY AVAILABLE

ED259023

NORTH DAKOTA
VALIDATED
TASK LISTING

Office Education

Competency-Based Vocational Education

A Cooperative Project of

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
JD Nichols
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION
CARROL BURCHINAL, DIRECTOR

AND

BUSINESS AND VOCATIONAL EDUCATION, UNIVERSITY OF NORTH DAKOTA
JAMES L. NAVARA, CHAIRMAN

CE041700

THIS VALIDATED TASK LISTING IS A PRELIMINARY PORTION OF A COMPETENCY-BASED VOCATIONAL EDUCATION PROJECT CONDUCTED BY THE BUSINESS AND VOCATIONAL EDUCATION DEPARTMENT OF THE UNIVERSITY OF NORTH DAKOTA. THE PROJECT IS FUNDED AND SUPPORTED BY A GRANT FROM THE NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION.

JERALD B. LYDEEN IS OFFICE EDUCATION SUPERVISOR FOR THE STATE BOARD FOR VOCATIONAL EDUCATION AND RON MEHRER IS CBVE PROJECT DIRECTOR.

THE CBVE PROJECT, ESTABLISHED IN 1983, HAS AS ITS STATED GOAL:

> **PROVIDE TECHNICAL ASSISTANCE FOR THE IMPLEMENTATION OF COMPETENCY-BASED VOCATIONAL EDUCATION IN SECONDARY AND POSTSECONDARY INSTITUTIONS IN NORTH DAKOTA.**

INTRODUCTION

THE TASK LISTINGS CONTAINED IN THIS DOCUMENT WERE VALIDATED BY OFFICE WORKERS IN NORTH DAKOTA DURING THE WINTER OF 1985.

NORTH DAKOTA TEACHERS OF VOCATIONAL OFFICE EDUCATION PROGRAMS PROVIDED A POOL OF NAMES FROM WHICH VALIDATORS WERE SELECTED. THEY ALSO REVIEWED THE DRAFT TASK LISTING WHICH WAS THEN REVIEWED, REVISED AND ADOPTED BY THE VALIDATION COMMITTEES.

VALIDATORS REPRESENTED A GEOGRAPHIC CROSS-SECTION OF NORTH DAKOTA AND WERE EMPLOYED BY PUBLIC AND PRIVATE AGENCIES RANGING IN SIZE FROM THE SMALLEST (1 SECRETARY) TO THE LARGEST (STATE OF NORTH DAKOTA). THEY WERE ASKED TO PROVIDE A LISTING OF TASKS PERFORMED BY GENERAL SECRETARIAL WORKERS, GENERAL CLERICAL WORKERS AND BOOKKEEPING/ACCOUNTING WORKERS. NO ATTEMPT WAS MADE TO VALIDATE SPECIALIZED TASKS, SUCH AS THOSE LIMITED TO LEGAL SECRETARIES, MEDICAL SECRETARIES, CERTIFIED PUBLIC ACCOUNTANTS, AND THE LIKE.

SPECIAL THANKS ARE DUE THE VALIDATORS FOR THEIR TIME, TALENTS, ENTHUSIASM AND FOR THE CANDOR WITH WHICH THEY ADDRESSED EACH SEGMENT OF THE TASK LISTING.

THE VALIDATION PROCESS WOULD NOT HAVE BEEN POSSIBLE WERE IT NOT FOR THE ASSISTANCE AND COOPERATION OF EMPLOYERS OF THE VALIDATORS. BY PROVIDING FOR EMPLOYEE RELEASED TIME, THEY HAVE PERFORMED A VALUABLE SERVICE TO VOCATIONAL OFFICE EDUCATION PROGRAMS.

EACH TASK LISTED IN A CLUSTER IS PERFORMED BY WORKERS IN THE OCCUPATION. THOSE TASKS IDENTIFIED WITH THE LETTER "E" WERE VALIDATED AS BEING ENTRY-LEVEL, WHILE THOSE IDENTIFIED WITH THE LETTER "N" WERE VALIDATED AS NOT ENTRY-LEVEL, BUT PERFORMED IN THE WORKPLACE.

THE TASK LISTING IS INTENDED TO PROVIDE A BASE FOR VOCATIONAL OFFICE EDUCATION INSTRUCTIONAL PROGRAMS AT SECONDARY AND POSTSECONDARY (LESS THAN BACCALAUREATE DEGREE) LEVELS IN THE STATE. IT IS AN ATTEMPT TO DESCRIBE THE SKILLS NEEDED TO BE PERFORMED BY PROGRAM COMPLETERS, FROM THE VIEWPOINT OF WORKERS IN OFFICE OCCUPATIONS.

BY ITSELF, THE TASK LISTING IS OF LITTLE VALUE. IT IS, HOWEVER, A VALUABLE GUIDE UPON WHICH TO BASE INSTRUCTION. THE CONVENING OF A TASK FORCE OF OFFICE OCCUPATIONS EDUCATORS FOR THE PURPOSE OF IDENTIFYING, FOR EACH VALIDATED TASK, A PERFORMANCE STANDARD, CURRICULUM REFERENCES, INSTRUCTIONAL ACTIVITIES/PROJECTS, AND PERFORMANCE BASED EVALUATIONS WILL RESULT IN A **CURRICULUM MANAGEMENT SYSTEM** WHICH, WHEN COMPUTERIZED, IS UNIFORMLY FORMATTED, READILY ACCESSED, EASILY UPDATED, AND CAN BE INDIVIDUALIZED. ADDITIONALLY, USE OF A COMPUTERIZED CURRICULUM MANAGEMENT SYSTEM WILL AFFORD TEACHERS THE OPPORTUNITY TO SHARE, WHOLLY OR IN PART, INSTRUCTIONAL STRATEGIES FOR TEACHING OFFICE OCCUPATIONS BASED UPON THE TASKS LISTED HERE.

ACCOUNTING TASK VALIDATORS

	FIRST NAME	OCCUPATION	EMPLOYER	BUS CITY,ST,ZIP
ARVES	VERA	ADMINISTRATIVE ASSISTANT	NORTH DAKOTA EDUCATION ASS'N	BISMARCK, ND 58502
DEETER	DEB	TECH SERVICES	ND CENTRAL DATA PROCESSING	BISMARCK, ND 58505
MALJE	JANET	LEGAL ASSISTANT	JOHNSON LAW FIRM	WAHPETON, ND 58075
MILLER	FAYE	ACCOUNTING SUPVR	BASIN ELECTRIC	BISMARCK, ND 58501
ROTVOLD	JOEL	ADMINISTRATIVE ASS'T	LAKE REGION CLINIC	DEVILS LAKE, ND 58301
SCHERBER	KEN	ACCOUNTANT	QUALITY MEAT, FISH & SEAFOODS	WEST FARGO, ND 58078
SCHULTE	JACKIE	DEPUTY AUDITOR	OLIVER COUNTY	CENTER, ND 58530
SCHULZ	MARY	ACCOUNTANT	A. CHARLES BAUER, JR. CPA	HARVEY, ND 58341
STAFFORD	KIM	BOOKKEEPER	TOWN AND COUNTRY MOTORS	NEW ROCKFORD, ND 58356
TUCHSCHER	ELAINE	COMPUTER OPERATOR	SECURITY STATE BANK	WISHEK, ND 58495

CLERICAL TASK VALIDATORS

	FIRST NAME	OCCUPATION	EMPLOYER	BUS CITY,ST,ZIP
ARCHAMBEAU	DEB	ADMIN ASS'T	COMMUNITY CREDIT UNION	JAMESTOWN, ND 58401
BECKERT	CAROL	RECEPTIONIST	AMERI[illegible] STATE BANK & TRUST	DICKINSON, ND 58601
DELA BARRE	BETTY	OFFICE MANAGER	FITTERER IMPLEMENT	GLEN ULLIN, ND 58631
FLUTO	LU ANN	MEDICARE CLERK	COMMUNITY MEMORIAL HOSPITAL	LISBON, ND 58054
JURY	JODI	OFFICE MANAGER	ROLFSON INSURANCE	NEW ROCKFORD, ND 58356
KIEMELE	DOROTHY	ADMIN ASS'T	ND DEPT HUMAN SERVICES	BISMARCK, ND 58505
KOSKI	CHRIS	SECRETARY	MARY COLLEGE	BISMARCK, ND 58501
LYNK	CINDY	OFFICE MANAGER	CHAMBER OF COMMERCE	BEULAH, ND 57523
SANDAKER	GLADYS	OFFICE & PERSONNEL SUPERVISOR	J. C. PENNEY	WILLISTON, ND 58801
SHATTUCK	CINDY	CREDIT MANAGER	VERENDRYE ELECTRIC COOPERATIVE	VELVA, ND 58790

SECRETARIAL TASK VALIDATORS

	FIRST NAME	OCCUPATION	EMPLOYER	BUS CITY,ST,ZIP
BREVIK	JEANNE	LEGAL SECRETARY	RUSTAD & SCHMITZ LAW FIRM	WILLISTON, ND 58801
DAVIDSON	LAUREL	SECRETARY	PEOPLE'S & ENDERLIN ST BANK	ENDERLIN, ND 58027
DAWKINS	LORI	ADMINISTRATIVE ASS'T	SOUTHEAST VOCATIONAL CENTER	OAKES, ND 58474
FELAND	MARILYN	LEGAL SECRETARY	MC GEE LAW FIRM	MINOT, ND 58702
HOFF	CHARLOTTE	SECRETARY	HOFF MACHINE & WELD	RICHARDTON, ND 58652
LARSON	MARLENE	INFORMATION RECORDS MGT SUP	ND HIGHWAY DEPT	BISMARCK, ND 58505
MALPERT	MARVEL	SECRETARY	KEM ELECTRIC COOPERATIVE	LINTON, ND 58552
PLUM	MAXINE	ADMINISTRATIVE SECRETARY	ND DEPT HUMAN SERVICES, PERSONNEL	BISMARCK, ND 58505
RESSLER	CAROLYN	LEAD SECRETARY	MANDAN PUBLIC SCHOOLS	MANDAN, ND 58554
STEVENSON	LORETTA	EXECUTIVE SECRETARY	GENERAL NUTRITION CORP. RESEARCH	FARGO, ND 58107

COLUMN HEADINGS AND SYMBOLS ON THE TASK LISTS

DUTY — One of a worker's principle responsibilities that occupies a reasonable portion of the worker's time and occurs regularly in the worker's work cycle.

TASK — A complete and distinct unit of work performed by an individual on the job. It has a definite beginning and and ending within a limited period of work time and usually results in a product or an observable change.

SEC — Secretarial occupations cluster.

CLR — Clerical occupations cluster.

ACC — Accounting/bookKeeping occupations cluster.

E — Entry level. The task has been validated as entry level, according to the validating committee.

N — Not entry level. The task has been validated as occuring in the workplace, but is not entry level, according to the validating committee.

(BLANK) — A blank space in the "SEC", "CLR", or "ACC" column on the Composite Task List indicates that the task is not performed in that cluster of occupations, according to the validating committee.

— An identifier for each task which may be used for a variety of purposes, including a Curriculum Management System. **The order in which the tasks are listed has no relationship to the importance of one task over another, nor to the frequency with which the task is performed on the job.**

COMPOSITE TASK LISTING OF

GENERAL SECRETARIAL TASKS

GENERAL CLERICAL TASKS

ACCOUNTING/BOOKKKEEPING TASKS

VALIDATED OFFICE ED TASKS

The order in which the tasks are listed has no relationship to the importance of one task over another, nor to the frequency with which the task is performed on the job. Each task number is merely an identifier for that task.

DUTY	#	SEC	CLR	ACC	TASK
A. KEYBOARDING COMMUNICATIONS	A01	E	E		Type letters from rough draft copy
	A02	E	E		Type letters from machine dictation
	A03	E	E		Type letters from longhand notes
	A04	E	E		Type letters with carbon copies
	A05	E	E		Type letters containing tabulation
	A06	E	E		Type letters with mailing notations
	A07	E	E		Type letters with attention line
	A08	E	E		Type letters with subject line
	A09	E	E		Type letters with statistical data in tabular form
	A10	E	E		Type letters with postscripts
	A11	E	E		Type letters with enclosure notations
	A12	E	E		Type letters with copy notations
	A13	E	E		Type letters with more than one page
	A14	E	E		Type letters on special-sized stationery
	A15	E	E		Type addresses on envelopes
	A16	E	E		Type special notations on envelopes
	A17	E	E		Type memos from rough draft copy
	A18	E	E		Type memos from machine dictation
	A19	E	E		Type memos from longhand notes
	A20	E	E		Type invoices
	A21	E	E		Type statements of account
	A22	E	E		Type address labels
	A23	E	E		Type file labels
	A24	E	E		Type index cards
	A25	E	E		Type form letters
	A26	E	E		Type standardized documents by merging information
	A27	E	E		Type government forms/reports
	A28	E	E		Type newsletters
	A29	E	E		Type post cards
	A30	E	E		Type tabular/columnar copy from rough draft copy
	A31	E	E		Type tabular/columnar copy from longhand notes
	A32	E	E		Type financial statements from rough draft copy
	A33	E	E		Type financial statements from longhand notes
	A34	E	E		Type manuscripts from rough draft copy
	A35	E	E		Type manuscripts from machine dictation
	A36	E	E		Type manuscripts from longhand notes
	A37	E	E		Type meeting agendas
	A38	E	E		Type minutes of meetings
	A39	E	E		Type reports with copy notations
	A40	E	E		Type programs
	A41	E	E		Type committee reports from rough draft copy
	A42	E	E		Type copy on mimeograph stencils
	A43	E	E		Type copy on masters for photoreproduction
	A44	E	E		Type bibliography
	A45	E	E		Type table of contents
	A46	E	E		Type documents with footnotes
	A47	E	E		Type bulletins/handbooks
	A48	E	E		Type invitations/announcements
	A49	E	E		Type a resume
	A50	E	E		Type copy with justified margins
	A51	E	N		Type purchase orders
	A52	E	N		Type bills of lading
	A53	E	N		Type credit memos
	A54	E	N		Type news releases
	A55	E	N		Type tabular/columnar copy from machine dictation

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	A56	E	N		Type technical reports from rough draft copy
	A57	E	N		Type technical reports from machine dictation
	A58	E	N		Type technical reports from longhand notes
	A59	E			Type memos with copy notations
	A60	E			Type purchase requisitions
	A61	E			Type checks
	A62	E			Type form paragraphs
	A63	E			Type financial statements from machine dictation
	A64	E	E	E	Correct typing errors to produce mailable copy
	A65	E	E	E	Complete pre-printed fill-in forms
	A66	E	E	E	Input information to processor
	A67	E	E	E	Store information to storage media
	A68	E	E	E	Retrieve information from storage media
	A69	E	E	E	Revise retrieved information
	A70	E	N		Take dictation at the keyboard
	A71	N			Type letters from shorthand notes
	A72	N			Type memos from shorthand notes
	A73	N			Type tabular/columnar copy from shorthand notes
	A74		E		Type copy on fluid duplicator masters
	A75			E	Type/keyboard information from rough draft copy
	A76			E	Type/keyboard information from longhand notes
B. COMPOSING COMMUNICATIONS	B01	E	E		Compose letters of request
	B02	E	E		Compose letters expressing appreciation
	B03	E	E		Compose letters providing information
	B04	E	E		Compose letters responding to complaints
	B05	E	E		Compose letters declining a request
	B06	E	E		Compose letters of acknowledgement
	B07	E	E		Compose letters of recommendation
	B08	E	E		Compose letters of adjustment
	B09	E	E		Compose letters of resignation
	B10	E	E		Compose minutes of meetings
	B11	E	E		Compose memos
	B12	E	E		Paste-up materials to be printed
	B13	E	E		Look up information in thesaurus
	B14	E	E		Maintain bulletin boards
	B15	E	E	E	Look up information in dictionary
	B16	E	E	E	Proofread typewritten copy
	B17	E	N		Edit documents prepared by others
	B18	E	N		Compose letters of persuasion
	B19	E	N		Compose letters at the keyboard
	B20	E	N		Compose letters making conference arrangements
	B21	E	N		Compose letters of transmittal
	B22	E	N		Compose claim letters
	B23	E	N		Compose meeting agendas
	B24	E	N	N	Compile information for reports/speeches
	B25	E	N	N	Collect related materials from several references
	B26	E	N		Transcribe from recorded media
	B27	E			Compose abstracts of articles/reports
	B28	E			Compose announcements
	B29	N	N		Compose articles
	B30	N		N	Design/draft business forms
	B31	N			Dictate to recording media
	B32	N			Take dictation in shorthand
	B33	N			Transcribe shorthand dictation

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	B34			E	Compose correspondence
C. FILING AND MANAGING RECORDS	C01	E	E	E	Locate documents in file
	C02	E	E	E	Refile documents removed from file
	C03	E	E	E	Maintain numeric filing system
	C04	E	E	E	Maintain subject filing system
	C05	E	E	E	Maintain alphabetic filing system
	C06	E	E	E	Maintain chronological filing system
	C07	E	E	E	Maintain index files
	C08	E	E	E	Maintain tickler files
	C09	E	E	E	Cross-reference documents
	C10	E	E	E	File micro-fiche
	C11	E	E	E	Locate micro-fiche
	C12	E	E	E	File documents electronically
	C13	E	E	E	Locate documents electronically
	C14	E	E	E	Operate micro-fiche reader-printer
	C15	E	E	N	Plan record-keeping requirements
	C16	E	E	N	Establish filing system
	C17	E	E	N	Direct file transfers
	C18	E	E	N	Develop procedures to maintain/dispose of records
	C19	E	E	N	Establish procedures for file checkout system
	C20	E	E	N	Code documents for filing
	C21	E	E		Maintain geographic filing system
	C22	E	E		File micro-filmed documents
	C23	E	E		Locate micro-filmed documents
	C24	E	N	N	Establish procedures for document production/reproduction
	C25	E	N	N	Maintain reference library
	C26	E	N		Destroy documents using shredder
D. PERFORMING RECEPTIONIST DUTIES	D01	E	E	E	Receive visitors
	D02	E	E	E	Determine nature of visitor's business
	D03	E	E	E	Take oral messages from visitors
	D04	E	E	E	Make introductions
	D05	E	E	E	Keep appointment records
	D06	E	E	N	Give appropriate information to visitors
	D07	E	E	N	Route visitors to appropriate area
	D08	E	E		Screen visitors
	D09	E	E		Register permits/passes for visitors
	D10	E	E		Keep register of visitors
	D11	E	N		Arrange reception room/coffee service
E. MAINTAINING OFFICE EQUIPMENT	E01	E	E	E	Change paper in machines
	E02	E	E	E	Change ribbons/elements
	E03	E	E	N	Recommend equipment service
	E04	E	E	N	Prepare requisitions for equipment
	E05	E	E	N	Order equipment from suppliers
	E06	E	E	N	Schedule maintenance of equipment
	E07	E	E	N	Perform routine maintenance on equipment
	E08	E	E		Clean typewriter
	E09	E	E		Add ink/fluid/toner to reprographic equipment
	E10	E	E		Request equipment service calls
	E11	E		N	Determine requirements for equipment
F. MAINTAINING OFFICE SUPPLIES	F01	E	E	N	Determine requirements for supplies/forms
	F02	E	E		Determine if minimum quantities are on hand

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	F03	E	E	N	Prepare requisitions for supplies/forms
	F04	E	E	N	Order needed supplies/forms
	F05	E	E	N	Distribute supplies/forms
	F06	E	E	N	Control/inventory supplies/forms
G. SCHEDULING EVENTS FOR OTHERS	G01	E	E	E	Maintain schedule/diary/calendar
	G02	E	E	N	Make conference/meeting arrangements
	G03	E	E	N	Make/change/cancel appointments
	G04	E	E	N	Make/reconfirm transportation arrangements
	G05	E	E	N	Make hotel/motel reservations
	G06	E	E		Prepare itineraries
	G07	E	E		Process registrations for conference participants
H. UTILIZING TELECOMMUNICATIONS	H01	E	E	E	Answer incoming phone lines
	H02	E	E	E	Transfer incoming calls
	H03	E	E	E	Answer telephone inquiries
	H04	E	E	E	Record telephone messages in writing
	H05	E	E	E	Deliver telephone messages
	H06	E	E	E	Look up information in telephone directory
	H07	E	E	E	Place outgoing local calls
	H08	E	E	E	Place outgoing long distance calls
	H09	E	E	E	Utilize directory assistance
	H10	E	E	E	Operate modem
	H11	E	E	E	Log long distance telephone calls
	H12	E	E	E	Maintain file of frequently called numbers
	H13	E	E	E	Operate intercom system
	H14	E	E	E	Operate automatic answering device
	H15	E	E	N	Place conference calls
	H16	E	E	N	Place calls on specialized long distance networks
	H17	E	E		Answer incoming calls through switchboard
	H18	E	E		Screen calls
	H19	E	E		Operate automatic dialer
	H20	E	E		Operate telephone message paging system
	H21	E	E		Operate telecopier
	H22	E	E		Operate two-way radio
	H23	E			Take dictation over telephone
	H24	N			Coordinate video teleconference participation
I. HANDLING MAIL	I01	E	E	E	Look up information in zip code directory
	I02	E	E	E	Open incoming mail
	I03	E	E		Sort incoming mail
	I04	E	E		Operate time stamp
	I05	E	E		Deliver incoming mail
	I06	E	E		Underscore information for employer's attention
	I07	E	E		Process outgoing mail requiring special handling/rates
	I08	E	E		Process bulk mailings
	I09	E	E		Update mailing lists
	I10	E	E		Check mailing lists
	I11	E	E		Operate postage scale
	I12	E	E		Calculate postage
	I13	E	E		Operate postage meter
	I14	E	E		Stuff envelopes for mailing
	I15	E	E		Maintain in/out correspondence
	I16	E	E		Operate automatic sealing/mailing machine
	I17	E	E		Operate folding machine

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	I18	E	E		Inspect incoming materials for completeness
	I19	E	E		Forward mail
	I20	E	E		Transport mail to/from carrier
	I21	E	E		Keep postage meter register
	I22	E	E		Prepare mailing lists
	I23	E	E	N	Attach pertinent documents to incoming mail
	I24	E	E	N	Determine least expensive/most desirable communication
	I25	E	N		Maintain mail useage records
	I26		E		Address envelopes for mass mailing
	I27		E		Process first class presort mailings
	I28		E		Process mail that is returned
	I29		N		Process postage refunds
	I30			E	Maintain mailing lists
J. PROVIDING REPROGRAPHIC SERVICES	J01	E	E	E	Check paper in copying machine
	J02	E	E	E	Operate photocopier
	J03	E	E		Select paper suited to application
	J04	E	E		Operate mimeograph
	J05	E	E		Collate materials by hand
	J06	E	E		Prepare transparencies
	J07	E	N		Determine least cost/most desirable duplication
	J08		E		Operate fluid duplicator
	J09	N	N		Operate collating machine
K. PERFORMING PERSONNEL ACTIVITIES	K01	E	E	E	Develop/improve own methods/procedures
	K02	E	E	E	Receive instructions from others
	K03	E	E	N	Give instructions to other employees
	K04	E	E	N	Plan/develop own assignments/priorities
	K05	E	E	N	Plan/schedule work assignments of others
	K06	E	E	N	Assign work to others
	K07	E	E	N	Supervise others
	K08	E	E	N	Write job description
	K09	E	E		Maintain employee attendance records
	K10	N	N	N	Interview applicant for employment
	K11	N	N	N	Orient new employees
	K12	N	N	N	Appraise performance of others
	K13	N	N		Conduct tour of facilities
	K14			N	Perform self evaluation
	K15			N	Make salary recommendations
L. CONTROLLING CASH	L01	E	E	E	Prepare source documents to record receipt of cash
	L02	E	E	E	Verify cash receipts to invoice amounts
	L03	E	E	E	Code receipts
	L04	E	E	E	Endorse checks
	L05	E	E	E	Make deposits
	L06	E	E	E	Prepare cash receipt journals
	L07	E	E	E	Verify cash payments to invoice amounts
	L08	E	E	E	Prepare bank reconciliations
	L09	E	E	E	Code payments
	L10	E	E	E	Write checks/stubs
	L11	E	E	E	Prepare cash disbursement journals
	L12	E	E	E	Prove cash
	L13	E	E	E	Maintain petty cash records
	L14	E	E	E	Maintain cash account balances
	L15	E	E	N	Ensure security of cash

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	L16	E	E		Prepare vouchers
	L17		E		Operate check protector
	L18			N	Utilize banking services
M. PROCESSING RECEIVABLES	M01	E	E	E	Prepare customer invoices
	M02	E	E	E	Prepare credit memos
	M03	E	E	E	Maintain customer account files
	M04	E	E	E	Credit accounts for returns/allowances
	M05	E	E	E	Compute discounts
	M06	E	E	E	Compute interest charges
	M07	E	E	E	Prepare accounts receivable statements
	M08	E	E	N	Verify accuracy of source documents
	M09	E	E	N	Initiate collection of delinquent accounts
	M10	E	E	N	Maintain list of written-off accounts
	M11	E	E	N	Respond to customer complaints/questions
	M12		E		Obtain information from credit reporting agencies
	M13		E		Report information to credit reporting agencies
	M14		E	E	Prepare sales slips
	M15			E	Prepare sales journals
	M16			E	Post receivables to subsidiary ledger
	M17			E	Age accounts
	M18			E	Prepare schedules of receivables
	M19			E	Journalize entries for deferred receivables
	M20			E	Journalize entries for notes receivable
	M21			E	Journalize entries for bad debts
N. PROCESSING PAYABLES	N01	E	E	E	Prepare purchase requisitions
	N02	E	E	E	Prepare purchase orders
	N03	E	E	E	Match receiving documents with invoice/PO
	N04	E	E	E	Match invoices with statements
	N05	E	E	E	Compute discounts
	N06	E	E	E	Compute extensions
	N07	E	E	E	Verify approvals for payment
	N08	E	E	E	Process checks
	N09	E	E		Maintain price lists
	N10			E	Prepare payment vouchers
	N11			E	Prepare purchases journal
	N12			E	Journalize entries for deferred payables
	N13			E	Journalize entries for notes payable
	N14			E	Prepare schedules of payables
	N15			E	Prepare debit memos
O. PERFORMING PAYROLL FUNCTIONS	O01	E	E	E	Compute work times from time cards
	O02	E	E	E	Compute wages of hourly employees
	O03	E	E	E	Compute wages of salaried employees
	O04	E	E	E	Compute taxes to be withheld
	O05	E	E	E	Compute other deductions to be withheld
	O06	E	E	E	Prepare payroll registers
	O07	E	E	E	Balance payroll registers
	O08	E	E	E	Prepare payroll checks/stubs
	O09	E	E	E	Compute employers share of payroll taxes
	O10	E	E	E	Record employers share of payroll taxes
	O11	E	E	E	Record payroll data to employee records
	O12	E	E	E	Maintain employee records
	O13	E	E	E	Compute payroll taxes for deposit

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	O14		E	E	Compute commission wages
	O15		E		Compute wages for retirees
	O16			E	Record payroll entries to journal
	O17			E	Post payroll entries to appropriate ledgers
	O18			E	Prepare W-2 forms
	O19			E	Prepare W-4 forms
	O20			E	Prepare employee benefits report
P. PROCESSING TAX REPORTS	P01			E	Prepare sales tax reports
	P02			E	Prepare withholding tax reports
	P03			E	Prepare unemployment forms
	P04			E	Prepare wage/tax statements
	P05			E	Prepare property tax forms
	P06			N	Compile information for income tax forms
	P07	E	E		Process employers tax reports
Q. MAINTAINING INVENTORY RECORDS	Q01	E	E	E	Take physical inventory
	Q02	E	E	E	Compute values of inventory
	Q03	E	E	E	Maintain/update stock inventory records
	Q04			E	Compute cost of inventory
	Q05			E	Journalize inventory records
R. MAINTAINING FIXED ASSET RECORDS	R01	E	E		Maintain insurance records
	R02	N	N	E	Compute depreciation
	R03		N		Maintain tax records for fixed assets
	R04			E	Maintain depreciation schedule
	R05			E	Compute depletion
	R06			E	Maintain depletion schedule
	R07			E	Compute amortization
	R08			E	Maintain amortization schedule
	R09			E	Journalize entries for depreciation
	R10			N	Compute gains/losses upon disposition
S. POSTING ACCOUNTING DATA	S01			E	Post cash receipts journal to general ledger
	S02			E	Post cash disbursements journal to general ledger
	S03			E	Post sales journal to general ledger
	S04			E	Post purchases journal to general ledger
	S05			E	Post payroll journal to general ledger
	S06			E	Post miscellaneous journals to general ledger
	S07			E	Post adjusting entries to general ledger
	S08			E	Prepare post journal entries to close income/expense accounts
	S09			E	Post closing entries to general ledger
	S10			E	Reconcile subsidiary ledgers to general ledger accounts
	S11			E	Reconcile supporting schedules to general ledger accounts
	S12		E		Balance general ledger accounts
T. PREPARING FINANCIAL STATEMENTS	T01			E	Prepare post-closing trial balance
	T02			N	Prepare working trial balance (worksheet)
	T03			N	Prepare balance sheets
	T04			N	Prepare income statements
	T05			N	Prepare expense statements
	T06			N	Prepare earnings statements
	T07			N	Prepare capital statements
	T08			N	Prepare net worth statements
	T09			N	Prepare statements of changes in financial position

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
U. PROCESSING DATA ELECTRONICALLY	U01	E	E		Check/sort printout sheets
	U02	E	E		Locate information on printout sheet
	U03	E	E		Verify data on printout sheet
	U04	E	E		Perform computer start-up (except mainframe)
	U05	E	E		Operate key to storage console
	U06	E	E		Load magnetic storage devices (except mainframe)
	U07	E	E		Operate on-line terminal
	U08	E	E		Operate line printer
	U09	E	E		Change forms on line printer
	U10	E	E		Copy data on magnetic devices
	U11	E	E		Perform computer shut-down (except mainframe)
	U12	E	E		Perform power loss procedure (except mainframe)
	U13	E	E		Prepare data services request form
	U14	E	E		Calculate batch totals
	U15	E			Operate off-line computer equipment
	U16	E			Complete operator log of processed jobs
	U17	N			Prepare computer time use schedule
V. USING CALCULATORS	V01	E	E		Compute on a ten key machine
	V02	E	E	E	Compute on electronic calculator
W. OPERATING A COMPUTER	W01			E	Utilize processing manuals and instructional documents
	W02			E	Identify devices needed for a specific job
	W03			E	Sequence steps to complete a specific job
	W04			E	Select software to perform a specific job
	W05			E	Power up a computer system (except mainframe)
	W06			E	Initialize disk/tape
	W07			E	Load disk/tape to a peripheral device
	W08			E	Select job control commands
	W09			E	Analyze console messages to identify processing status
	W10			E	Interpret job control statements
	W11			E	Compare output to job description sample
	W12			E	Record completed job information
	W13			E	Analyze output to identify cause of processing errors
	W14			E	Restart a program from an abnormal halt
	W15			E	Adjust operating performance of specific devices
	W16			E	Label data contained in specific disk/tape
	W17			E	Complete routine service normally performed by operator
	W18			E	Identify specific device malfunction
	W19			E	Report device malfunction to service firm
	W20			E	Identify files that need backup
	W21			N	Arrange jobs to minimize operational steps
	W22			N	Reassign default commands
	W23			N	Identify system performance inefficiencies
X. ENTERING DATA TO COMPUTER	X01			E	Activate data entry device
	X02			E	Deactivate data entry device
	X03			E	Analyze data entry device malfunctions
	X04			E	Correct data entry device malfunctions
	X05			E	Perform standard service such as change ribbons, clean screens
	X06			E	Analyze job instructions for record format operations
	X07			E	Create record control format operations program
	X08			E	Load record control operations program
	X09			E	Load disk/tape onto or into a device for keying data
	X10			E	Select a program format for a specific record

VALIDATED OFFICE ED TASKS

DUTY	#	SEC	CLR	ACC	TASK
	X11			E	Enter data onto a disk/tape
	X12			E	Verify data previously entered onto a disk/tape
	X13			E	Duplicate data from one record to another
	X14			E	Update data contained in an existing record
	X15			E	Write job information to create log of completed work
	X16			E	Use technical manual to resolve device operation problem
	X17			E	Place disk/tape in protective container
	X18			E	Store disk/tape in a logical sequence library
Y. MANAGING ACCOUNTING DATA	Y01			E	Describe the role of accounting in the economy
	Y02			E	List rules/procedures to record financial information
	Y03			E	List rules/procedures to report financial information
	Y04			E	Define the meaning of each part of the basic accounting equation
	Y05			E	Analyze effects of transactions to the basic accounting equation
	Y06			E	Analyze a business transaction
	Y07			E	Test a series of transactions for equality of debits & credits
	Y08			E	Describe the steps of the accounting cycle
	Y09			E	Practice confidentiality regarding accounting data
Z. APPLYING FOR A JOB	Z01	E	E	E	Complete a social security application form
	Z02	E	E	E	Write a resume
	Z03	E	E	E	Write a letter of application
	Z04	E	E	E	Complete a job application form
	Z05	E	E	E	Interview for a job
	Z06	E	E	E	Write a job-interview follow-up letter
	Z07	E	E	E	Complete required employment forms
	Z08	E	E	E	Write a letter requesting a reference

GENERAL SECRETARIAL TASKS

VALIDATED SECRETARIAL TASKS

The order in which the tasks are listed has no relationship to the importance of one task over another, nor to the frequency with which the task is performed on the job. Each task number is merely an identifier for that task.

DUTY	#	SEC	TASK
A. KEYBOARDING COMMUNICATIONS	A01	E	Type letters from rough draft copy
	A02	E	Type letters from machine dictation
	A03	E	Type letters from longhand notes
	A04	E	Type letters with carbon copies
	A05	E	Type letters containing tabulation
	A06	E	Type letters with mailing notations
	A07	E	Type letters with attention line
	A08	E	Type letters with subject line
	A09	E	Type letters with statistical data in tabular form
	A10	E	Type letters with postscripts
	A11	E	Type letters with enclosure notations
	A12	E	Type letters with copy notations
	A13	E	Type letters with more than one page
	A14	E	Type letters on special-sized stationery
	A15	E	Type addresses on envelopes
	A16	E	Type special notations on envelopes
	A17	E	Type memos from rough draft copy
	A18	E	Type memos from machine dictation
	A19	E	Type memos from longhand notes
	A20	E	Type invoices
	A21	E	Type statements of account
	A22	E	Type address labels
	A23	E	Type file labels
	A24	E	Type index cards
	A25	E	Type form letters
	A26	E	Type standardized documents by merging information
	A27	E	Type government forms/reports
	A28	E	Type newsletters
	A29	E	Type post cards
	A30	E	Type tabular/columnar copy from rough draft copy
	A31	E	Type tabular/columnar copy from longhand notes
	A32	E	Type financial statements from rough draft copy
	A33	E	Type financial statements from longhand notes
	A34	E	Type manuscripts from rough draft copy
	A35	E	Type manuscripts from machine dictation
	A36	E	Type manuscripts from longhand notes
	A37	E	Type meeting agendas
	A38	E	Type minutes of meetings
	A39	E	Type reports with copy notations
	A40	E	Type programs
	A41	E	Type committee reports from rough draft copy
	A42	E	Type copy on mimeograph stencils
	A43	E	Type copy on masters for photographic reproduction
	A44	E	Type bibliography
	A45	E	Type table of contents
	A46	E	Type documents with footnotes
	A47	E	Type bulletins/handbooks
	A48	E	Type invitations/announcements
	A49	E	Type a resume
	A50	E	Type copy with justified margins
	A51	E	Type purchase orders
	A52	E	Type bills of lading
	A53	E	Type credit memos
	A54	E	Type news releases
	A55	E	Type tabular/columnar copy from machine dictation

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
	A56	E	Type technical reports from rough draft copy
	A57	E	Type technical reports from machine dictation
	A58	E	Type technical reports from longhand notes
	A59	E	Type memos with copy notations
	A60	E	Type purchase requisitions
	A61	E	Type checks
	A62	E	Type form paragraphs
	A63	E	Type financial statements from machine dictation
	A64	E	Correct typing errors to produce mailable copy
	A65	E	Complete pre-printed fill-in forms
	A66	E	Input information to processor
	A67	E	Store information to storage media
	A68	E	Retrieve information from storage media
	A69	E	Revise retrieved information
	A70	E	Take dictation at the keyboard
	A71	N	Type letters from shorthand notes
	A72	N	Type memos from shorthand notes
	A73	N	Type tabular/columnar copy from shorthand notes
B. COMPOSING COMMUNICATIONS	B01	E	Compose letters of request
	B02	E	Compose letters expressing appreciation
	B03	E	Compose letters providing information
	B04	E	Compose letters responding to complaints
	B05	E	Compose letters declining a request
	B06	E	Compose letters of acknowledgement
	B07	E	Compose letters of recommendation
	B08	E	Compose letters of adjustment
	B09	E	Compose letters of resignation
	B10	E	Compose minutes of meetings
	B11	E	Compose memos
	B12	E	Paste-up materials to be printed
	B13	E	Look up information in thesaurus
	B14	E	Maintain bulletin boards
	B15	E	Look up information in dictionary
	B16	E	Proofread typewritten copy
	B17	E	Edit documents prepared by others
	B18	E	Compose letters of persuasion
	B19	E	Compose letters at the keyboard
	B20	E	Compose letters making conference arrangements
	B21	E	Compose letters of transmittal
	B22	E	Compose claim letters
	B23	E	Compose meeting agendas
	B24	E	Compile information for reports/speeches
	B25	E	Collect related materials from several references
	B26	E	Transcribe from recorded media
	B27	E	Compose abstracts of articles/reports
	B28	E	Compose announcements
	B29	N	Compose articles
	B30	N	Design/draft business forms
	B31	N	Dictate to recording media
	B32	N	Take dictation in shorthand
	B33	N	Transcribe shorthand dictation
C. FILING AND MANAGING RECORDS	C01	E	Locate documents in file
	C02	E	Refile documents removed from file

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
	C03	E	Maintain numeric filing system
	C04	E	Maintain subject filing system
	C05	E	Maintain alphabetic filing system
	C06	E	Maintain chronological filing system
	C07	E	Maintain index files
	C08	E	Maintain tickler files
	C09	E	Cross-reference documents
	C10	E	File micro-fiche
	C11	E	Locate micro-fiche
	C12	E	File documents electronically
	C13	E	Locate documents electronically
	C14	E	Operate micro-fiche reader-printer
	C15	E	Plan record-keeping requirements
	C16	E	Establish filing system
	C17	E	Direct file transfers
	C18	E	Develop procedures to maintain/dispose of records
	C19	E	Establish procedures for file checkout system
	C20	E	Code documents for filing
	C21	E	Maintain geographic filing system
	C22	E	File micro-filmed documents
	C23	E	Locate micro-filmed documents
	C24	E	Establish procedures for document production/reproduction
	C25	E	Maintain reference library
	C26	E	Destroy documents using shredder
D. PERFORMING RECEPTIONIST DUTIES	D01	E	Receive visitors
	D02	E	Determine nature of visitor's business
	D03	E	Take oral messages from visitors
	D04	E	Make introductions
	D05	E	Keep appointment records
	D06	E	Give appropriate information to visitors
	D07	E	Route visitors to appropriate area
	D08	E	Screen visitors
	D09	E	Register permits/passes for visitors
	D10	E	Keep register of visitors
	D11	E	Arrange reception room/coffee service
E. MAINTAINING OFFICE EQUIPMENT	E01	E	Change paper in machines
	E02	E	Change ribbons/elements
	E03	E	Recommend equipment service
	E04	E	Prepare requisitions for equipment
	E05	E	Order equipment from suppliers
	E06	E	Schedule maintenance of equipment
	E07	E	Perform routine maintenance on equipment
	E08	E	Clean typewriter
	E09	E	Add ink/fluid/toner to reprographic equipment
	E10	E	Request equipment service calls
	E11	E	Determine requirements for equipment
F. MAINTAINING OFFICE SUPPLIES	F01	E	Determine requirements for supplies/forms
	F02	E	Determine if minimum quantities are on hand
	F03	E	Prepare requisitions for supplies/forms
	F04	E	Order needed supplies/forms
	F05	E	Distribute supplies/forms
	F06	E	Control/inventory supplies/forms

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
G. SCHEDULING EVENTS FOR OTHERS	G01	E	Maintain schedule/diary/calendar
	G02	E	Make conference/meeting arrangements
	G03	E	Make/change/cancel appointments
	G04	E	Make/reconfirm transportation arrangements
	G05	E	Make hotel/motel reservations
	G06	E	Prepare itineraries
	G07	E	Process registrations for conference participants
H. UTILIZING TELECOMMUNICATIONS	H01	E	Answer incoming phone lines
	H02	E	Transfer incoming calls
	H03	E	Answer telephone inquiries
	H04	E	Record telephone messages in writing
	H05	E	Deliver telephone messages
	H06	E	Look up information in telephone directory
	H07	E	Place outgoing local calls
	H08	E	Place outgoing long distance calls
	H09	E	Utilize directory assistance
	H10	E	Operate modem
	H11	E	Log long distance telephone calls
	H12	E	Maintain file of frequently called numbers
	H13	E	Operate intercom system
	H14	E	Operate automatic answering device
	H15	E	Place conference calls
	H16	E	Place calls on specialized long distance networks
	H17	E	Answer incoming calls through switchboard
	H18	E	Screen calls
	H19	E	Operate automatic dialer
	H20	E	Operate telephone message paging system
	H21	E	Operate telecopier
	H22	E	Operate two-way radio
	H23	E	Take dictation over telephone
	H24	N	Coordinate video teleconference participation
I. HANDLING MAIL	I01	E	Look up information in zip code directory
	I02	E	Open incoming mail
	I03	E	Sort incoming mail
	I04	E	Operate time stamp
	I05	E	Deliver incoming mail
	I06	E	Underscore information for employer's attention
	I07	E	Process outgoing mail requiring special handling/rates
	I08	E	Process bulk mailings
	I09	E	Update mailing lists
	I10	E	Check mailing lists
	I11	E	Operate postage scale
	I12	E	Calculate postage
	I13	E	Operate postage meter
	I14	E	Stuff envelopes for mailing
	I15	E	Maintain in/out correspondence
	I16	E	Operate automatic sealing/mailing machine
	I17	E	Operate folding machine
	I18	E	Inspect incoming materials for completeness
	I19	E	Forward mail
	I20	E	Transport mail to/from carrier
	I21	E	Keep postage meter register
	I22	E	Prepare mailing lists

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
	I23	E	Attach pertinent documents to incoming mail
	I24	E	Determine least expensive/most desirable communication
	I25	E	Maintain mail useage records
J. PROVIDING REPROGRAPHIC SERVICES	J01	E	Check paper in copying machine
	J02	E	Operate photocopier
	J03	E	Select paper suited to application
	J04	E	Operate mimeograph
	J05	E	Collate materials by hand
	J06	E	Prepare transparencies
	J07	E	Determine least cost/most desirable duplication
	J09	N	Operate collating machine
K. PERFORMING PERSONNEL ACTIVITIES	K01	E	Develop/improve own methods/procedures
	K02	E	Receive instructions from others
	K03	E	Give instructions to other employees
	K04	E	Plan/develop own assignments/priorities
	K05	E	Plan/schedule work assignments of others
	K06	E	Assign work to others
	K07	E	Supervise others
	K08	E	Write job description
	K09	E	Maintain employee attendance records
	K10	N	Interview applicant for employment
	K11	N	Orient new employees
	K12	N	Appraise performance of others
	K13	N	Conduct tour of facilities
L. CONTROLLING CASH	L01	E	Prepare source documents to record receipt of cash
	L02	E	Verify cash receipts to invoice amounts
	L03	E	Code receipts
	L04	E	Endorse checks
	L05	E	Make deposits
	L06	E	Prepare cash receipt journals
	L07	E	Verify cash payments to invoice amounts
	L08	E	Prepare bank reconciliations
	L09	E	Code payments
	L10	E	Write checks/stubs
	L11	E	Prepare cash disbursement journals
	L12	E	Prove cash
	L13	E	Maintain petty cash records
	L14	E	Maintain cash account balances
	L15	E	Ensure security of cash
	L16	E	Prepare vouchers
M. PROCESSING RECEIVABLES	M01	E	Prepare customer invoices
	M02	E	Prepare credit memos
	M03	E	Maintain customer account files
	M04	E	Credit accounts for returns/allowances
	M05	E	Compute discounts
	M06	E	Compute interest charges
	M07	E	Prepare accounts receivable statements
	M08	E	Verify accuracy of source documents
	M09	E	Initiate collection of delinquent accounts
	M10	E	Maintain list of written-off accounts
	M11	E	Respond to customer complaints/questions

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
N. PROCESSING PAYABLES	N01	E	Prepare purchase requisitions
	N02	E	Prepare purchase orders
	N03	E	Match receiving documents with invoice/PO
	N04	E	Match invoices with statements
	N05	E	Compute discounts
	N06	E	Compute extensions
	N07	E	Verify approvals for payment
	N08	E	Process checks
	N09	E	Maintain price lists
O. PERFORMING PAYROLL FUNCTIONS	O01	E	Compute work times from time cards
	O02	E	Compute wages of hourly employees
	O03	E	Compute wages of salaried employees
	O04	E	Compute taxes to be withheld
	O05	E	Compute other deductions to be withheld
	O06	E	Prepare payroll registers
	O07	E	Balance payroll registers
	O08	E	Prepare payroll checks/stubs
	O09	E	Compute employers share of payroll taxes
	O10	E	Record employers share of payroll taxes
	O11	E	Record payroll data to employee records
	O12	E	Maintain employee records
	O13	E	Compute payroll taxes for deposit
P. PROCESSING TAX REPORTS	P07	E	Process employers tax reports
Q. MAINTAINING INVENTORY RECORDS	Q01	E	Take physical inventory
	Q02	E	Compute values of inventory
	Q03	E	Maintain/update stock inventory records
R. MAINTAINING FIXED ASSET RECORDS	R01	E	Maintain insurance records
	R02	N	Compute depreciation
U. PROCESSING DATA ELECTRONICALLY	U01	E	Check/sort printout sheets
	U02	E	Locate information on printout sheet
	U03	E	Verify data on printout sheet
	U04	E	Perform computer start-up (except mainframe)
	U05	E	Operate key to storage console
	U06	E	Load magnetic storage devices (except mainframe)
	U07	E	Operate on-line terminal
	U08	E	Operate line printer
	U09	E	Change forms on line printer
	U10	E	Copy data on magnetic devices
	U11	E	Perform computer shut-down (except mainframe)
	U12	E	Perform power loss procedure (except mainframe)
	U13	E	Prepare data services request form
	U14	E	Calculate batch totals
	U15	E	Operate off-line computer equipment
	U16	E	Complete operator log of processed jobs
	U17	N	Prepare computer time use schedule
V. USING CALCULATORS	V01	E	Compute on a ten key machine
	V02	E	Compute on electronic calculator
Z. APPLYING FOR A JOB	Z01	E	Complete a social security application form
	Z02	E	Write a resume

VALIDATED SECRETARIAL TASKS

DUTY	#	SEC	TASK
	203	E	Write a letter of application
	204	E	Complete a job application form
	205	E	Interview for a job
	206	E	Write a job-interview follow-up letter
	207	E	Complete required employment forms
	208	E	Write a letter requesting a reference

GENERAL CLERICAL TASKS

VALIDATED CLERICAL TASKS

The order in which the tasks are listed has no relationship to the importance of one task over another, nor to the frequency with which the task is performed on the job. Each task number is merely an identifier for that task.

DUTY	#	CLR	TASK
A. KEYBOARDING COMMUNICATIONS	A01	E	Type letters from rough draft copy
	A02	E	Type letters from machine dictation
	A03	E	Type letters from longhand notes
	A04	E	Type letters with carbon copies
	A05	E	Type letters containing tabulation
	A06	E	Type letters with mailing notations
	A07	E	Type letters with attention line
	A08	E	Type letters with subject line
	A09	E	Type letters with statistical data in tabular form
	A10	E	Type letters with postscripts
	A11	E	Type letters with enclosure notations
	A12	E	Type letters with copy notations
	A13	E	Type letters with more than one page
	A14	E	Type letters on special-sized stationery
	A15	E	Type addresses on envelopes
	A16	E	Type special notations on envelopes
	A17	E	Type memos from rough draft copy
	A18	E	Type memos from machine dictation
	A19	E	Type memos from longhand notes
	A20	E	Type invoices
	A21	E	Type statements of account
	A22	E	Type address labels
	A23	E	Type file labels
	A24	E	Type index cards
	A25	E	Type form letters
	A26	E	Type standardized documents by merging information
	A27	E	Type government forms/reports
	A28	E	Type newsletters
	A29	E	Type post cards
	A30	E	Type tabular/columnar copy from rough draft copy
	A31	E	Type tabular/columnar copy from longhand notes
	A32	E	Type financial statements from rough draft copy
	A33	E	Type financial statements from longhand notes
	A34	E	Type manuscripts from rough draft copy
	A35	E	Type manuscripts from machine dictation
	A36	E	Type manuscripts from longhand notes
	A37	E	Type meeting agendas
	A38	E	Type minutes of meetings
	A39	E	Type reports with copy notations
	A40	E	Type programs
	A41	E	Type committee reports from rough draft copy
	A42	E	Type copy on mimeograph stencils
	A43	E	Type copy on masters for photo reproduction
	A44	E	Type bibliography
	A45	E	Type table of contents
	A46	E	Type documents with footnotes
	A47	E	Type bulletins/handbooks
	A48	E	Type invitations/announcements
	A49	E	Type a resume
	A50	E	Type copy with justified margins
	A51	N	Type purchase orders
	A52	N	Type bills of lading
	A53	N	Type credit memos
	A54	N	Type news releases
	A55	N	Type tabular/columnar copy from machine dictation

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	A56	N	Type technical reports from rough draft copy
	A57	N	Type technical reports from machine dictation
	A58	N	Type technical reports from longhand notes
	A64	E	Correct typing errors to produce mailable copy
	A65	E	Complete pre-printed fill-in forms
	A66	E	Input information to processor
	A67	E	Store information to storage media
	A68	E	Retrieve information from storage media
	A69	E	Revise retrieved information
	A70	N	Take dictation at the keyboard
	A74	E	Type copy on fluid duplicator masters
B. COMPOSING COMMUNICATIONS	B01	E	Compose letters of request
	B02	E	Compose letters expressing appreciation
	B03	E	Compose letters providing information
	B04	E	Compose letters responding to complaints
	B05	E	Compose letters declining a request
	B06	E	Compose letters of acknowledgement
	B07	E	Compose letters of recommendation
	B08	E	Compose letters of adjustment
	B09	E	Compose letters of resignation
	B10	E	Compose minutes of meetings
	B11	E	Compose memos
	B12	E	Paste-up materials to be printed
	B13	E	Look up information in thesaurus
	B14	E	Maintain bulletin boards
	B15	E	Look up information in dictionary
	B16	E	Proofread typewritten copy
	B17	N	Edit documents prepared by others
	B18	N	Compose letters of persuasion
	B19	N	Compose letters at the keyboard
	B20	N	Compose letters making conference arrangements
	B21	N	Compose letters of transmittal
	B22	N	Compose claim letters
	B23	N	Compose meeting agendas
	B24	N	Compile information for reports/speeches
	B25	N	Collect related materials from several references
	B26	N	Transcribe from recorded media
	B29	N	Compose articles
C. FILING AND MANAGING RECORDS	C01	E	Locate documents in file
	C02	E	Refile documents removed from file
	C03	E	Maintain numeric filing system
	C04	E	Maintain subject filing system
	C05	E	Maintain alphabetic filing system
	C06	E	Maintain chronological filing system
	C07	E	Maintain index files
	C08	E	Maintain tickler files
	C09	E	Cross-reference documents
	C10	E	File micro-fiche
	C11	E	Locate micro-fiche
	C12	E	File documents electronically
	C13	E	Locate documents electronically
	C14	E	Operate micro-fiche reader-printer
	C15	E	Plan record-keeping requirements

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	C16	E	Establish filing system
	C17	E	Direct file transfers
	C18	E	Develop procedures to maintain/dispose of records
	C19	E	Establish procedures for file checkout system
	C20	E	Code documents for filing
	C21	E	Maintain geographic filing system
	C22	E	File micro-filmed documents
	C23	E	Locate micro-filmed documents
	C24	N	Establish procedures for document production/reproduction
	C25	N	Maintain reference library
	C26	N	Destroy documents using shredder
D. PERFORMING RECEPTIONIST DUTIES	D01	E	Receive visitors
	D02	E	Determine nature of visitor's business
	D03	E	Take oral messages from visitors
	D04	E	Make introductions
	D05	E	Keep appointment records
	D06	E	Give appropriate information to visitors
	D07	E	Route visitors to appropriate area
	D08	E	Screen visitors
	D09	E	Register permits/passes for visitors
	D10	E	Keep register of visitors
	D11	N	Arrange reception room/coffee service
E. MAINTAINING OFFICE EQUIPMENT	E01	E	Change paper in machines
	E02	E	Change ribbons/elements
	E03	E	Recommend equipment service
	E04	E	Prepare requisitions for equipment
	E05	E	Order equipment from suppliers
	E06	E	Schedule maintenance of equipment
	E07	E	Perform routine maintenance on equipment
	E08	E	Clean typewriter
	E09	E	Add ink/fluid/toner to reprographic equipment
	E10	E	Request equipment service calls
F. MAINTAINING OFFICE SUPPLIES	F01	E	Determine requirements for supplies/forms
	F02	E	Determine if minimum quantities are on hand
	F03	E	Prepare requisitions for supplies/forms
	F04	E	Order needed supplies/forms
	F05	E	Distribute supplies/forms
	F06	E	Control/inventory supplies/forms
G. SCHEDULING EVENTS FOR OTHERS	G01	E	Maintain schedule/diary/calendar
	G02	E	Make conference/meeting arrangements
	G03	E	Make/change/cancel appointments
	G04	E	Make/reconfirm transportation arrangements
	G05	E	Make hotel/motel reservations
	G06	E	Prepare itineraries
	G07	E	Process registrations for conference participants
H. UTILIZING TELECOMMUNICATIONS	H01	E	Answer incoming phone lines
	H02	E	Transfer incoming calls
	H03	E	Answer telephone inquiries
	H04	E	Record telephone messages in writing
	H05	E	Deliver telephone messages

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	H06	E	Look up information in telephone directory
	H07	E	Place outgoing local calls
	H08	E	Place outgoing long distance calls
	H09	E	Utilize directory assistance
	H10	E	Operate modem
	H11	E	Log long distance telephone calls
	H12	E	Maintain file of frequently called numbers
	H13	E	Operate intercom system
	H14	E	Operate automatic answering device
	H15	E	Place conference calls
	H16	E	Place calls on specialized long distance networks
	H17	E	Answer incoming calls through switchboard
	H18	E	Screen calls
	H19	E	Operate automatic dialer
	H20	E	Operate telephone message paging system
	H21	E	Operate telecopier
	H22	E	Operate two-way radio
I. HANDLING MAIL	I01	E	Look up information in zip code directory
	I02	E	Open incoming mail
	I03	E	Sort incoming mail
	I04	E	Operate time stamp
	I05	E	Deliver incoming mail
	I06	E	Underscore information for employer's attention
	I07	E	Process outgoing mail requiring special handling/rates
	I08	E	Process bulk mailings
	I09	E	Update mailing lists
	I10	E	Check mailing lists
	I11	E	Operate postage scale
	I12	E	Calculate postage
	I13	E	Operate postage meter
	I14	E	Stuff envelopes for mailing
	I15	E	Maintain in/out correspondence
	I16	E	Operate automatic sealing/mailing machine
	I17	E	Operate folding machine
	I18	E	Inspect incoming materials for completeness
	I19	E	Forward mail
	I20	E	Transport mail to/from carrier
	I21	E	Keep postage meter register
	I22	E	Prepare mailing lists
	I23	E	Attach pertinent documents to incoming mail
	I24	E	Determine least expensive/most desirable communication
	I25	N	Maintain mail useage records
	I26	E	Address envelopes for mass mailing
	I27	E	Process first class presort mailings
	I28	E	Process mail that is returned
	I29	N	Process postage refunds
J. PROVIDING REPROGRAPHIC SERVICES	J01	E	Check paper in copying machine
	J02	E	Operate photocopier
	J03	E	Select paper suited to application
	J04	E	Operate mimeograph
	J05	E	Collate materials by hand
	J06	E	Prepare transparencies
	J07	N	Determine least cost/most desirable duplication

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	J08	E	Operate fluid duplicator
	J09	N	Operate collating machine
K. PERFORMING PERSONNEL ACTIVITIES	K01	E	Develop/improve own methods/procedures
	K02	E	Receive instructions from others
	K03	E	Give instructions to other employees
	K04	E	Plan/develop own assignments/priorities
	K05	E	Plan/schedule work assignments of others
	K06	E	Assign work to others
	K07	E	Supervise others
	K08	E	Write job description
	K09	E	Maintain employee attendance records
	K10	N	Interview applicant for employment
	K11	N	Orient new employees
	K12	N	Appraise performance of others
	K13	N	Conduct tour of facilities
L. CONTROLLING CASH	L01	E	Prepare source documents to record receipt of cash
	L02	E	Verify cash receipts to invoice amounts
	L03	E	Code receipts
	L04	E	Endorse checks
	L05	E	Make deposits
	L06	E	Prepare cash receipt journals
	L07	E	Verify cash payments to invoice amounts
	L08	E	Prepare bank reconciliations
	L09	E	Code payments
	L10	E	Write checks/stubs
	L11	E	Prepare cash disbursement journals
	L12	E	Prove cash
	L13	E	Maintain petty cash records
	L14	E	Maintain cash account balances
	L15	E	Ensure security of cash
	L16	E	Prepare vouchers
	L17	E	Operate check protector
M. PROCESSING RECEIVABLES	M01	E	Prepare customer invoices
	M02	E	Prepare credit memos
	M03	E	Maintain customer account files
	M04	E	Credit accounts for returns/allowances
	M05	E	Compute discounts
	M06	E	Compute interest charges
	M07	E	Prepare accounts receivable statements
	M08	E	Verify accuracy of source documents
	M09	E	Initiate collection of delinquent accounts
	M10	E	Maintain list of written-off accounts
	M11	E	Respond to customer complaints/questions
	M12	E	Obtain information from credit reporting agencies
	M13	E	Report information to credit reporting agencies
	M14	E	Prepare sales slips
N. PROCESSING PAYABLES	N01	E	Prepare purchase requisitions
	N02	E	Prepare purchase orders
	N03	E	Match receiving documents with invoice/PO
	N04	E	Match invoices with statements
	N05	E	Compute discounts

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	M06	E	Compute extensions
	M07	E	Verify approvals for payment
	M08	E	Process checks
	M09	E	Maintain price lists
O. PERFORMING PAYROLL FUNCTIONS	O01	E	Compute work times from time cards
	O02	E	Compute wages of hourly employees
	O03	E	Compute wages of salaried employees
	O04	E	Compute taxes to be withheld
	O05	E	Compute other deductions to be withheld
	O06	E	Prepare payroll registers
	O07	E	Balance payroll registers
	O08	E	Prepare payroll checks/stubs
	O09	E	Compute employers share of payroll taxes
	O10	E	Record employers share of payroll taxes
	O11	E	Record payroll data to employee records
	O12	E	Maintain employee records
	O13	E	Compute payroll taxes for deposit
	O14	E	Compute commission wages
	O15	E	Compute wages for retirees
P. PROCESSING TAX REPORTS	P07	E	Process employers tax reports
Q. MAINTAINING INVENTORY RECORDS	Q01	E	Take physical inventory
	Q02	E	Compute values of inventory
	Q03	E	Maintain/update stock inventory records
R. MAINTAINING FIXED ASSET RECORDS	R01	E	Maintain insurance records
	R02	N	Compute depreciation
	R03	N	Maintain tax records for fixed assets
S. POSTING ACCOUNTING DATA	S12	E	Balance general ledger accounts
U. PROCESSING DATA ELECTRONICALLY	U01	E	Check/sort printout sheets
	U02	E	Locate information on printout sheet
	U03	E	Verify data on printout sheet
	U04	E	Perform computer start-up (except mainframe)
	U05	E	Operate key to storage console
	U06	E	Load magnetic storage devices (except mainframe)
	U07	E	Operate on-line terminal
	U08	E	Operate line printer
	U09	E	Change forms on line printer
	U10	E	Copy data on magnetic devices
	U11	E	Perform computer shut-down (except mainframe)
	U12	E	Perform power loss procedure (except mainframe)
	U13	E	Prepare data services request form
	U14	E	Calculate batch totals
V. USING CALCULATORS	V01	E	Compute on a ten key machine
	V02	E	Compute on electronic calculator
Z. APPLYING FOR A JOB	Z01	E	Complete a social security application form
	Z02	E	Write a resume
	Z03	E	Write a letter of application
	Z04	E	Complete a job application form
	Z05	E	Interview for a job
	Z06	E	Write a job-interview follow-up letter

VALIDATED CLERICAL TASKS

DUTY	#	CLR	TASK
	207	E	Complete required employment forms
	208	E	Write a letter requesting a reference

ACCOUNTING/BOOKKKEEPING TASKS

VALIDATED ACCOUNTING TASKS

The order in which the tasks are listed has no relationship to the importance of one task over another, nor to the frequency with which the task is performed on the job. Each task number is merely an identifier for that task.

DUTY	#	ACC	TASK
A. KEYBOARDING COMMUNICATIONS	A64	E	Correct typing errors to produce mailable copy
	A65	E	Complete pre-printed fill-in forms
	A66	E	Input information to processor
	A67	E	Store information to storage media
	A68	E	Retrieve information from storage media
	A69	E	Revise retrieved information
	A75	E	Type/keyboard information from rough draft copy
	A76	E	Type/Keyboard information from longhand notes
B. COMPOSING COMMUNICATIONS	B15	E	Look up information in dictionary
	B16	E	Proofread typewritten copy
	B24	N	Compile information for reports/speeches
	B25	N	Collect related materials from several references
	B30	N	Design/draft business forms
	B34	E	Compose correspondence
C. FILING AND MANAGING RECORDS	C01	E	Locate documents in file
	C02	E	Refile documents removed from file
	C03	E	Maintain numeric filing system
	C04	E	Maintain subject filing system
	C05	E	Maintain alphabetic filing system
	C06	E	Maintain chronological filing system
	C07	E	Maintain index files
	C08	E	Maintain tickler files
	C09	E	Cross-reference documents
	C10	E	File micro-fiche
	C11	E	Locate micro-fiche
	C12	E	File documents electronically
	C13	E	Locate documents electronically
	C14	E	Operate micro-fiche reader-printer
	C15	N	Plan record-keeping requirements
	C16	N	Establish filing system
	C17	N	Direct file transfers
	C18	N	Develop procedures to maintain/dispose of records
	C19	N	Establish procedures for file checkout system
	C20	N	Code documents for filing
	C24	N	Establish procedures for document production/reproduction
	C25	N	Maintain reference library
D. PERFORMING RECEPTIONIST DUTIES	D01	E	Receive visitors
	D02	E	Determine nature of visitor's business
	D03	E	Take oral messages from visitors
	D04	E	Make introductions
	D05	E	Keep appointment records
	D06	N	Give appropriate information to visitors
	D07	N	Route visitors to appropriate area
E. MAINTAINING OFFICE EQUIPMENT	E01	E	Change paper in machines
	E02	E	Change ribbons/elements
	E03	N	Recommend equipment service
	E04	N	Prepare requisitions for equipment
	E05	N	Order equipment from suppliers
	E06	N	Schedule maintenance of equipment
	E07	N	Perform routine maintenance on equipment
	E11	N	Determine requirements for equipment

VALIDATED ACCOUNTING TASKS

DUTY	#	ACC	TASK
F. MAINTAINING OFFICE SUPPLIES	F01	N	Determine requirements for supplies/forms
	F03	N	Prepare requisitions for supplies/forms
	F04	N	Order needed supplies/forms
	F05	N	Distribute supplies/forms
	F06	N	Control/inventory supplies/forms
G. SCHEDULING EVENTS FOR OTHERS	G01	E	Maintain schedule/diary/calendar
	G02	N	Make conference/meeting arrangements
	G03	N	Make/change/cancel appointments
	G04	N	Make/reconfirm transportation arrangements
	G05	N	Make hotel/motel reservations
H. UTILIZING TELECOMMUNICATIONS	H01	E	Answer incoming phone lines
	H02	E	Transfer incoming calls
	H03	E	Answer telephone inquiries
	H04	E	Record telephone messages in writing
	H05	E	Deliver telephone messages
	H06	E	Look up information in telephone directory
	H07	E	Place outgoing local calls
	H08	E	Place outgoing long distance calls
	H09	E	Utilize directory assistance
	H10	E	Operate modem
	H11	E	Log long distance telephone calls
	H12	E	Maintain file of frequently called numbers
	H13	E	Operate intercom system
	H14	E	Operate automatic answering device
	H15	N	Place conference calls
	H16	N	Place calls on specialized long distance networks
I. HANDLING MAIL	I01	E	Look up information in zip code directory
	I02	E	Open incoming mail
	I23	N	Attach pertinent documents to incoming mail
	I24	N	Determine least expensive/most desirable communication
	I30	E	Maintain mailing lists
J. PROVIDING REPROGRAPHIC SERVICES	J01	E	Check paper in copying machine
	J02	E	Operate photocopier
K. PERFORMING PERSONNEL ACTIVITIES	K01	E	Develop/improve own methods/procedures
	K02	E	Receive instructions from others
	K03	N	Give instructions to other employees
	K04	N	Plan/develop own assignments/priorities
	K05	N	Plan/schedule work assignments of others
	K06	N	Assign work to others
	K07	N	Supervise others
	K08	N	Write job description
	K10	N	Interview applicant for employment
	K11	N	Orient new employees
	K12	N	Appraise performance of others
	K14	N	Perform self evaluation
	K15	N	Make salary recommendations
L. CONTROLLING CASH	L01	E	Prepare source documents to record receipt of cash
	L02	E	Verify cash receipts to invoice amounts
	L03	E	Code receipts

VALIDATED ACCOUNTING TASKS

DUTY	#	ACC	TASK
	L04	E	Endorse checks
	L05	E	Make deposits
	L06	E	Prepare cash receipt journals
	L07	E	Verify cash payments to invoice amounts
	L08	E	Prepare bank reconciliations
	L09	E	Code payments
	L10	E	Write checks/stubs
	L11	E	Prepare cash disbursement journals
	L12	E	Prove cash
	L13	E	Maintain petty cash records
	L14	E	Maintain cash account balances
	L15	N	Ensure security of cash
	L18	N	Utilize banking services
M. PROCESSING RECEIVABLES	M01	E	Prepare customer invoices
	M02	E	Prepare credit memos
	M03	E	Maintain customer account files
	M04	E	Credit accounts for returns/allowances
	M05	E	Compute discounts
	M06	E	Compute interest charges
	M07	E	Prepare accounts receivable statements
	M08	N	Verify accuracy of source documents
	M09	N	Initiate collection of delinquent accounts
	M10	N	Maintain list of written-off accounts
	M11	N	Respond to customer complaints/questions
	M14	E	Prepare sales slips
	M15	E	Prepare sales journals
	M16	E	Post receivables to subsidiary ledger
	M17	E	Age accounts
	M18	E	Prepare schedules of receivables
	M19	E	Journalize entries for deferred receivables
	M20	E	Journalize entries for notes receivable
	M21	E	Journalize entries for bad debts
N. PROCESSING PAYABLES	N01	E	Prepare purchase requisitions
	N02	E	Prepare purchase orders
	N03	E	Match receiving documents with invoice/PO
	N04	E	Match invoices with statements
	N05	E	Compute discounts
	N06	E	Compute extensions
	N07	E	Verify approvals for payment
	N08	E	Process checks
	N10	E	Prepare payment vouchers
	N11	E	Prepare purchases journal
	N12	E	Journalize entries for deferred payables
	N13	E	Journalize entries for notes payable
	N14	E	Prepare schedules of payables
	N15	E	Prepare debit memos
O. PERFORMING PAYROLL FUNCTIONS	O01	E	Compute work times from time cards
	O02	E	Compute wages of hourly employees
	O03	E	Compute wages of salaried employees
	O04	E	Compute taxes to be withheld
	O05	E	Compute other deductions to be withheld
	O06	E	Prepare payroll registers

VALIDATED ACCOUNTING TASKS

DUTY	#	ACC	TASK
	O07	E	Balance payroll registers
	O08	E	Prepare payroll checks/stubs
	O09	E	Compute employers share of payroll taxes
	O10	E	Record employers share of payroll taxes
	O11	E	Record payroll data to employee records
	O12	E	Maintain employee records
	O13	E	Compute payroll taxes for deposit
	O14	E	Compute commission wages
	O16	E	Record payroll entries to journal
	O17	E	Post payroll entries to appropriate ledgers
	O18	E	Prepare W-2 forms
	O19	E	Prepare W-4 forms
	O20	E	Prepare employee benefits report
P. PROCESSING TAX REPORTS	P01	E	Prepare sales tax reports
	P02	E	Prepare withholding tax reports
	P03	E	Prepare unemployment forms
	P04	E	Prepare wage/tax statements
	P05	E	Prepare property tax forms
	P06	N	Compile information for income tax forms
Q. MAINTAINING INVENTORY RECORDS	Q01	E	Take physical inventory
	Q02	E	Compute values of inventory
	Q03	E	Maintain/update stock inventory records
	Q04	E	Compute cost of inventory
	Q05	E	Journalize inventory records
R. MAINTAINING FIXED ASSET RECORDS	R02	E	Compute depreciation
	R04	E	Maintain depreciation schedule
	R05	E	Compute depletion
	R06	E	Maintain depletion schedule
	R07	E	Compute amortization
	R08	E	Maintain amortization schedule
	R09	E	Journalize entries for depreciation
	R10	N	Compute gains/losses upon disposition
S. POSTING ACCOUNTING DATA	S01	E	Post cash receipts journal to general ledger
	S02	E	Post cash disbursements journal to general ledger
	S03	E	Post sales journal to general ledger
	S04	E	Post purchases journal to general ledger
	S05	E	Post payroll journal to general ledger
	S06	E	Post miscellaneous journals to general ledger
	S07	E	Post adjusting entries to general ledger
	S08	E	Prepare post journal entries to close income/expense accounts
	S09	E	Post closing entries to general ledger
	S10	E	Reconcile subsidiary ledgers to general ledger accounts
	S11	E	Reconcile supporting schedules to general ledger accounts
T. PREPARING FINANCIAL STATEMENTS	T01	E	Prepare post-closing trial balance
	T02	N	Prepare working trial balance (worksheet)
	T03	N	Prepare balance sheets
	T04	N	Prepare income statements
	T05	N	Prepare expense statements
	T06	N	Prepare earnings statements
	T07	N	Prepare capital statements

VALIDATED ACCOUNTING TASKS

DUTY	#	ACC	TASK
	T08	N	Prepare net worth statements
	T09	N	Prepare statements of changes in financial position
V. USING CALCULATORS	V02	E	Compute on electronic calculator
W. OPERATING A COMPUTER	W01	E	Utilize processing manuals and instructional documents
	W02	E	Identify devices needed for a specific job
	W03	E	Sequence steps to complete a specific job
	W04	E	Select software to perform a specific job
	W05	E	Power up a computer system (except mainframe)
	W06	E	Initialize disk/tape
	W07	E	Load disk/tape to a peripheral device
	W08	E	Select job control commands
	W09	E	Analyze console messages to identify processing status
	W10	E	Interpret job control statements
	W11	E	Compare output to job description sample
	W12	E	Record completed job information
	W13	E	Analyze output to identify cause of processing errors
	W14	E	Restart a program from an abnormal halt
	W15	E	Adjust operating performance of specific devices
	W16	E	Label data contained in specific disk/tape
	W17	E	Complete routine service normally performed by operator
	W18	E	Identify specific device malfunction
	W19	E	Report device malfunction to service firm
	W20	E	Identify files that need backup
	W21	N	Arrange jobs to minimize operational steps
	W22	N	Reassign default commands
	W23	N	Identify system performance inefficiencies
X. ENTERING DATA TO COMPUTER	X01	E	Activate data entry device
	X02	E	Deactivate data entry device
	X03	E	Analyze data entry device malfunctions
	X04	E	Correct data entry device malfunctions
	X05	E	Perform standard service such as change ribbons, clean screens
	X06	E	Analyze job instructions for record format operations
	X07	E	Create record control format operations program
	X08	E	Load record control operations program
	X09	E	Load disk/tape onto or into a device for keying data
	X10	E	Select a program format for a specific record
	X11	E	Enter data onto a disk/tape
	X12	E	Verify data previously entered onto a disk/tape
	X13	E	Duplicate data from one record to another
	X14	E	Update data contained in an existing record
	X15	E	Write job information to create log of completed work
	X16	E	Use technical manual to resolve device operation problem
	X17	E	Place disk/tape in protective container
	X18	E	Store disk/tape in a logical sequence library
Y. MANAGING ACCOUNTING DATA	Y01	E	Describe the role of accounting in the economy
	Y02	E	List rules/procedures to record financial information
	Y03	E	List rules/procedures to report financial information
	Y04	E	Define the meaning of each part of the basic accounting equation
	Y05	E	Analyze effects of transactions to the basic accounting equation
	Y06	E	Analyze a business transaction
	Y07	E	Test a series of transactions for equality of debits & credits
	Y08	E	Describe the steps of the accounting cycle

VALIDATED ACCOUNTING TASKS

DUTY	#	ACC	TASK
	Y89	E	Practice confidentiality regarding accounting data
2. APPLYING FOR A JOB	201	E	Complete a social security application form
	202	E	Write a resume
	203	E	Write a letter of application
	204	E	Complete a job application form
	205	E	Interview for a job
	206	E	Write a job-interview follow-up letter
	207	E	Complete required employment forms
	208	E	Write a letter requesting a reference